

# IFI Articles of Association

*As approved at the IFI XXVth General Assembly, 27 October 2011*  
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## **IFI ARTICLES OF ASSOCIATION**

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### **1 Name**

The association is called International Federation of Interior Designers and Interior Architects (Internationale Federatie van Interieurarchitekten), hereinafter called "IFI". Founded in Copenhagen, Denmark, on September 10th 1963, IFI has its Headquarters at 465 Saint Jean Street, Suite 101, Montreal, Quebec, Canada, H2Y 2R6.

### **2 Objectives**

IFI is an international non-governmental organisation and its objectives are:

- a) to advocate for the profession of interior design and interior architecture at the highest
- b) global platform;
- c) to raise the standard and professional practice of interior design and interior architecture;
- d) to improve and expand the contribution of interior designers and interior architects to society and culture worldwide;
- e) to initiate or further efforts that are concerned with health, safety, well-being and the needs of all;
- f) to promote professional practice with respect for the world's economic natural resources and social responsibility;
- g) to foster professional global design policy for the improved quality of life.

### **3 Implementation of Objectives**

IFI seeks to achieve these objectives by:

- a) adopting and promoting the IFI interiors declaration developed by the global community on February 17th and 18th, 2011 in New York City;
- b) fostering dialogue to address topical and essential issues affecting the global community;
- c) supporting the highest educational and professional standards in interiors worldwide;
- d) issuing IFI bulletins and promoting the exchange of knowledge through congresses, think tanks, round tables and other platforms;
- e) encouraging professional and educational exchange programs; and
- f) fostering continued collaboration with parties at large.

## **MEMBERSHIP**

### **4 Professional Member**

Professionals associations of interior designers and interior architects representing their territory. Professional Members determine the actions undertaken by IFI through their voting status, as the only IFI members with voting rights.

### **5 Provisional Member**

Professional associations and organisations of interior designers and interior architects who are not yet eligible to become Professional Members.

- 6 Educational Member**  
Educational institutions, academic departments/schools and/or research groups who are involved in teaching and researching Interior Design and Interior Architecture.
- 7 Corporate Member**  
Multi-national companies committed to the value and advancement of interior design and interior architecture.
- 8 Promotional Member**  
Associations or organisations whose primary objective is the promotion of design.
- 9 Governmental Member**  
Multi-national, regional or local government bodies including educational, scientific, economic and cultural divisions involved in design-related or built environment issues, design advocacy councils, and trade commissions.
- 10 Institutional Member**  
Institutions committed to design that do not fit into other categories of membership.

## **ADMISSIONS CRITERIA**

- 11 Admissions Committee**
- a) The Admissions Committee consists of three members of the Executive Board, appointed by the Board.
  - b) The Admissions Committee is responsible for the interpretation and application of the membership criteria, for verifying that the assessment process is being respected, working closely with the Secretariat and for preparing recommendations to the members.
  - c) The Admissions Committee is entitled to ask for further information deemed necessary for the formation of its judgment, and for the translation of the submitted documents in a language of its choice.
  - d) The Admissions Committee has the right to redirect the applicant to the appropriate membership category.
  - e) If the Admissions Committee is of the opinion that an application for membership is compliant to the criteria, then the member is admitted. If the application concerns a Professional Member, the Admissions Committee will send its recommendation to the voting Members. If there is no opposition, within a maximum period of two months the Member's application is ratified. In case of opposition, the Admissions Committee may submit a revised recommendation to be ratified by the opposing Members.
  - f) Alternatively, the proposal can be put forward at the first possible General Assembly. The proposal will be accepted where there is a two-thirds majority of the professional membership attending the General Assembly in favour of the application or, alternatively, the proposal can be submitted to all via electronic vote as per 37 b).
  - g) All other Membership applications will be ratified by the Executive Board.
- 12 Independence of the Members**  
Members retain their full independence, except for their obligations by and arising out of these Articles.

**13 Member Disclosure**

Members are obliged to disclose to the Executive Board of IFI, the date of their general meeting, the names and addresses of the members of their executive board and other officials, and to mail to the Executive Board annual reports, lists of members, notices of amendments of their articles/constitution, as well as their periodical and other publications which may be of interest to the IFI, its Members, Associates and Correspondents.

**14 Termination of a Member**

The membership ends by dissolution of the Member, by resignation or by expulsion.

- a) The Executive Board can effect the resignation of a Member if that Member has ceased to comply with the conditions required for membership, or when IFI cannot reasonably be expected to allow the membership to continue. The above action is determined by the Executive Board.
- b) Resignation is effected by letter that should be signed by a person or persons authorised to represent the Executive Board.
- c) The Member can bring an appeal to the General Assembly within one month after receipt of the letter. During that period and pending the appeal the Member remains suspended.
- d) If the Executive Board's letter of resignation is not followed by either an appeal to the General Assembly or a decision of the Member to resign, the Member is deemed to have resigned.

**15 Expulsion of a Member**

Expulsion can only be pronounced when a Member has failed to participate in three successive General Assemblies without notifying apologies to the Executive Board, or has failed to pay two annual membership fees due in spite of reminders, or acts against the Articles, Rules or decisions of IFI or does unreasonable injury to IFI. The decision to expel is taken by the Executive Board and is notified in writing to the Member, who can, within one month after receipt of the notice, bring an appeal asking to be put to the Agenda of the next General Assembly. During that period and pending the appeal, the Member is suspended.

**16 Suspension of a Member**

- a) The Executive Board has power to suspend a Member in all cases in which there would be, in its opinion, a reason for resignation or expulsion from membership, and also when a Member is a year behind with its payment of membership fees.
- b) The Executive Board communicates the suspension in writing to the Member, who can bring an appeal to the General Assembly within one month after receipt of the notice. During that period and pending the appeal the Member remains suspended.
- c) If the suspension is not followed by either an appeal to the General Assembly or a decision of resignation or expulsion, the suspension is rescinded after two years.

## **GENERAL ASSEMBLY**

**17 Rights of Professional Members**

- a) Professional Members, with the exception of those who are suspended, have admission to the General Assembly, where they have one vote each.

- b) In the General Assembly, the Professional Members are represented by delegations of not more than three persons, one of which need not be a member of the represented association.
- c) The delegations are obliged to make themselves known to the Secretary General prior to the Assembly on production of credentials, issued by the competent body of the Member, identifying the members of the delegation and who will act as its spokesperson.
- d) Professional Members can also vote by proxy, given in writing, on the appropriate form, to the delegation of another Member.
- e) No Professional Member in attendance at the General Assembly can cast more than two proxy votes.
- f) Members of the Executive Board cannot at the same time sit on a delegation, nor can they act as a proxy of Members.
- g) Only Professional Members that have paid all their dues can vote at the General Assembly.

**18 Members' cost**

Members' costs of participation in the General Assembly (all categories) are not recoverable from IFI.

**19 Speaking at the General Assembly**

- a) The members of the Executive Board of IFI attend the General Assembly. They may speak there, but they do not have voting rights.
- b) President and Secretary General of the Executive Board or their substitutes act likewise in the General Assembly.
- c) All Members, including suspended or expelled members pending appeal, have the right to attend the General Assembly and have the right to speak, except members that have not paid all their dues.
- d) Members of Member associations may attend the General Assembly as observers, but may not speak unless invited.

**20 Convocation**

The General Assembly is held every other year. The Executive Board notifies the Members by letter, fax or electronic mail six months prior to the date set for a General Assembly, requesting Members to submit proposals of Agenda items and proposals for nomination of candidates for the Executive Board. If there are irregularities in the notification of the General Assembly or accidental omissions, these will not affect the validity of the General Assembly. The General Assembly can be held outside of the province of Quebec.

**21 Proposal of Agenda items and nomination of candidates for the Executive Board**

- a) The Members must submit their proposals of Agenda items and nomination of candidates for the Executive Board three months prior to the General Assembly. The Executive Board is not obliged to consider proposals of Agenda items and nominations of candidates for the Executive Board that come in later.
- b) The Executive Board notifies the Members of the Agenda two months prior to the General Assembly and includes proposals for candidates for the Executive Board.

**22 Proposals for Candidates and Agenda at the General Assembly**

- a) The agenda is adopted at the beginning of the General Assembly.

- b) If during the General Assembly new topics appear and the General Assembly is of the opinion that there are cogent reasons to do so, it can also deal with topics not included in the agenda after the completion of items scheduled on the Agenda.

**23 Chair at the General Assembly**

The President, or in his absence the President-Elect, takes the chair at the General Assembly. In the absence of both officers, the Executive Board may suggest a Chairperson of the day to the General Assembly.

The President of the General Assembly is responsible for the conduct of the assembly. In case of questions or dispute concerning the interpretation of the articles, the Parliamentary Council will assist in providing strategic advice, according to article 36 d).

**24 Reserved to the General Assembly**

- a) election of two scrutineers;
- b) election of two members who will sign the Minutes together with the President;
- c) approval of the annual reports of the Executive Board;
- d) approval of the accounts of receipts and expenditure;
- e) discharge of the Executive Board;
- f) alteration of the Articles;
- g) admission of Professional Members;
- h) decision on appeals as per paragraphs 14-16;
- i) approval of the budgets covering the coming period of two years, and determination of the annual membership fees;
- j) decision on proposals of the Executive Board and of Members;
- k) appointment and dissolution of standing committees; and the election of an auditing committee consisting of two members for a two-year period;
- l) election of a special chairperson presiding over the election of the Executive Board during the General Assembly;
- m) election of the President, the President-Elect and the other members of the Executive Board or Executive Committee;
- n) fixing the place of the next General Assembly unless this is left to the Executive Board or Executive Committee;
- o) As well as everything that is not, by virtue of these Articles, assigned to others.

All the above matters may be taken in any order as decided by the Executive Board.

**25 Decision**

The General Assembly can only then take valid decisions when at least half of the voting Members are represented in accordance with these Articles. It passes its resolutions with a simple majority of the votes cast, unless otherwise specified. In the event of votes being equal, the General Assembly resolves on whether a new vote be cast or whether the item be deleted from the Agenda.

**26 Extraordinary General Assembly**

The Extraordinary General Assembly can be held outside of the province of Quebec. In the event of an Extraordinary General Assembly, the Executive Board notifies the Members one month in advance by letter, fax or electronic mail.

An Extraordinary General Assembly is called by the Executive Board if and when:

- a) the number of members of the Executive Board drops to fewer than three;
- b) at least half of the voting Members so demand; or
- c) whenever the Executive Board deems it necessary.

## **EXECUTIVE BOARD**

### **27 Executive Board**

- a) The Executive Board consists of nine people and shall include the President and the President-Elect.
- b) The President-Elect is elected by the General Assembly as such and by secret ballot. He becomes President immediately at the end of the term of his predecessor, unless either he resigns before then or the Executive Board decides to have the new President elected by the General Assembly.
- c) The Executive Board designates from or outside its midst a Secretary General and a Treasurer, to whom a remuneration may be granted. The function of Secretary General and Treasurer are compatible with each other, but not with those of President, President-Elect and Past-President.
- d) Ordinary members of the Executive Board are elected for two years. They are twice re-eligible as such. The President-Elect, President and Past-President can serve as such for one two-year period only. A Past-President is not immediately re-eligible to the Executive Board for a period of four years.
- e) In addition to the nine Board Members, the Board may co-opt up to four individuals to serve on the Board, where specific expertise is required. These Co-opted Expert Members have no voting rights, they can assist Board meetings but are not considered Board Members.
- f) The Executive Board is responsible for the election of an auditing committee of three members for a two-year period.
- g) If there are vacancies, the Board is still deemed to be functional.
- h) The Board may fill vacancies until the end of the term. These new Co-opted Executive Board Members have full rights, including the right to vote.
- i) Board meetings can be held at the headquarters or any other location decided by the Executive Committee. The members can also meet through telecommunication and electronic mechanisms.
- j) Quorum for the Executive Board meetings shall be half the current number of Executive Board members, including the Co-opted Executive Board members.

### **28 Impartiality**

The members of the Executive Board may receive no instructions concerning IFI from any Member or from any authority external to IFI.

In all matters concerning IFI they shall act impartially and refrain from any action incompatible with the international character of IFI.

### **29 Court and Resolution**

The Executive Board represents IFI in and out of court.

It can pass valid resolutions only when at least three members, among whom President or President-Elect, co-operate. The Executive Board passes its resolutions with a simple majority of votes. In the event of votes being equal, the President decides, and in his absence the President-Elect.

**30 Membership of the Executive Board**

- a) The members of the Executive Board may only be elected from among the membership.
- b) The membership of the Executive Board ends if the member loses the membership of his association or if their association ceases to be a Member of IFI. Such member shall be allowed to continue until the end of term.
- c) A member of the Executive Board can at all times be discharged or suspended by the General Assembly, only if there is evidence of professional negligence and misconduct or breach of fiduciary duty. A suspension that is not followed by discharge within two years is rescinded ipso jure.

**31 Executive Committee**

- a) The Executive Committee consists of four people being the President, the President-Elect, a Past President and the Secretary General. In the case that an Executive Committee member resigns or is not able to fulfil the duties, the Executive Board selects a provisional Executive Committee member from the Executive Board until the Extraordinary General Assembly or the next General Assembly.
- b) The Executive Committee executes the day-to-day conduct of business between the board meetings.
- c) The Executive Committee meets as often as required, but no less than two times a year.
- d) The Executive Committee can meet at the headquarters or any other location decided by the Executive Committee. The Members can also meet through telecommunication and electronic mechanisms.
- e) The quorum for the Executive Committee meetings shall be three members of the Executive Board.

**32 Charges of daily conduct**

The Executive Board is in charge of the daily conduct of IFI, in particular with:

- a) the execution of the resolutions passed by the General Assembly;
- b) the draft of the annual report, the accounts of receipts and expenditure and the budget, and the appointment of the auditor;
- c) the organisation of meetings and congresses;
- d) the publication of the IFI communication;
- e) the convening and the organisation of General Assemblies;
- f) the resignation, suspension and expulsion of Members according to Articles 14, 15 and 16;
- g) the keeping of the books of the association and after the expiration of the book year the drawing up of a balance sheet and a profit and loss account of the association;
- h) the administration of the archives of the association;
- i) the appointment of a legal advisor.

**33 Co-opted Executive Board Members**

The Executive Board is competent to make proposals to the General Assembly with regard to the nomination of new members of the Executive Board, in consultation with the Members to which these candidates belong.

**34 Signature of documents**

The Executive Board decides, whenever necessary, by whom outgoing letters and other documents will be signed.

**35 Reports of the meetings of the Executive Board and minutes of the General Assemblies**

- a) The Secretary General keeps reports of the meetings of the Executive Board and minutes of the General Assemblies. Such minutes must contain at least the proposals, the resolutions and the cast of votes.
- b) The minutes of the meetings of the Executive Board are signed by the President and the Secretary General.
- c) The Executive Board and the Secretary General receive a copy of all minutes by mail or email. Members can receive a copy of the summary of all the minutes. The Minutes of the General Assembly will be signed by the President and the two elected Members as per 24 b).

## **PARLIAMENTARY COUNCIL**

**36 Parliamentary Council**

- a) The Parliamentary Council membership consists of all former Presidents, with the exclusion of the immediate Past-President, unless they make it known that they do not wish to serve or resign from the board.
- b) The newest member of the Parliamentary Council chairs the Parliamentary Council, and ensures the liaison between the Executive Board and the Parliamentary Council.
- c) The Parliamentary Council advises the Executive Board upon request.
- d) The members of the Parliamentary Council have at all times access to the General Assembly and provide counsel and strategic advice at any time. They are responsible for the interpretation of the Articles, with the legal advisor, during the General Assembly.
- e) The members of the Parliamentary Council are not considered Board Members. They shall not vote unless a member of the delegation (as a pre-approved proxy, given in writing, on the appropriate form) for his or her Member organisation, provided that the organisation has voting rights.

## **VOTING**

**37 Voting**

- a) All elections of persons, with the exception of those mentioned in paragraph 24, a), b), and l) are effected by secret ballot and/or electronic voting with a majority of votes. In the event of votes being equal, the ballot will be repeated.

- b) Outside of the General Assembly or Extraordinary General Assembly, the election of persons, with the exception of those mentioned in 37 a), and admission of Professional Members, can be affected by electronic vote.

## **FINANCES**

### **38 Book Year**

The book year is the period beginning on the 1st of April and ending on the 31st of March.

### **39 Annual Membership Fees**

- a) The membership fees of Members are fixed and adjusted by the General Assembly.
- b) On the proposal of the Executive Board, fees will be adjusted every year to reflect the inflation of the country where the secretariat is located.
- c) The amount of the annual membership fee of the Members can be made dependent of the numbers of their membership and/or other objective criteria.
- d) When membership begins or ends in the course of a book year, the annual fee is none the less due for the whole year.

### **40 Expenses for the Executive Board**

The members of the Executive Board may be granted a refund of their travelling and hotel expenses and other outlays as a result of executing their duties. If so, those expenses will be reimbursed according to the national policy of the place in which the secretariat is located.

### **41 Books and records**

The Auditor examines the books and records annually. His written report will be mailed or sent by email to the members no later than three months of the close of the financial year.

## **BY-LAWS**

### **42 By-laws**

- a) The General Assembly can lay down By-Laws.
- b) These may not be contrary to the law or to these articles.

## **ALTERATIONS OF ARTICLES AND DISSOLUTION**

### **43 Alterations**

- a) Alteration of the Articles requires a two-third majority of the votes cast at the General Assembly.
- b) Proposals for alteration of the Articles can only be decided upon, if they were included in the agenda sent to the Members not later than two months before the meeting.

**44 Decision to dissolve IFI**

- a) A decision to dissolve IFI requires a majority of two-thirds of all voting Members. Paragraph 43a applies.
- b) If there is not a sufficient number of Members represented to resolve on the dissolution, a new General Assembly shall be held within a period of two months. This Assembly shall only deal with the question of the dissolution of IFI. The Assembly shall pass a resolution with a simple majority of votes regardless of the number of Members represented.

**45 In the event of dissolution**

In the event of dissolution of IFI or distribution of the assets of IFI, they will be vested in an organisation engaged in similar activities.

**46 Departure from the Articles**

In exceptional cases during the General Assembly, the General Assembly can, on a unanimous proposal of the Executive Board for which the Board has to give its reasons, depart from these Articles, if the interest of the federation clearly requires this. The provisions of paragraph 43 are similarly applicable, and this paragraph may not be deviated from.

**47 Governing Law**

These Articles shall be interpreted and construed in accordance with the laws applicable in the country in which the Headquarters are located.

**48 Language**

These Articles and all writings relating thereto be drawn up in English.  
These Articles were adopted by the General Assembly in Washington, May 17, 1978, and adapted to the Articles as changed in 1981, 1983, 1989 and 2007. They were incorporated in the GA Manual in 2011.

Registration number 200504958D c. April 2005, Singapore

**NOTE:** The text of these Articles was adopted by the General Assembly, held in Washington D.C., U.S.A., May 17th, 1978, and amended by the General Assemblies held in Helsinki, Finland, August 2, 1981, Hamburg, F.R.G., May 25/26, 1983, Bergen, Norway, May 23, 1989, Busan, Korea, October 9, 2007, Dubai, UAE, 8/9 November 2009 and Taipei, Taiwan (Chinese Taipei) 27 October 2011.

The articles were laid down in a notarial deed, April 11th, 1979 and the IFI was entered in the Register of Associations of the Chamber of Commerce in Amsterdam, June 1979, under number V531615. The amendments adopted in 1981, 1983, 1989 were laid down in a notarial deed, and were entered in the Register of Associations.

The amendments adopted in 2007 are lodged with the Register of Associations in Singapore.

## **DEFINITIONS**

### *By-laws*

Refers to the fundamental rules of governance of the corporation.

### *Co-opted Executive Board Members*

Individuals co-opted by the Executive Board to provisionally fill vacancies on the Board until the next General Assembly or electronic vote by the Members. Co-opted Executive Board Members may attend Board meetings and have voting rights. They are considered Board Members until their position is put to a vote by the Members.

### *Co-opted Expert Members*

Individuals co-opted to serve on the Board where specific expertise is required. These Co-opted Expert Members have no voting rights, they can assist Board meetings but are not considered Board Members. Co-opted Expert Members supplement the nine members of the Executive Board.

### *Designer*

A professional member of an association or order recognized by IFI.

### *Electronic voting*

A vote that can be held entirely by means of a telephonic, electronic or any other method of communication made available by IFI.

### *Executive Board*

Refers to the governing body of IFI.

### *Executive Committee*

Refers to the individuals presiding over the day-to-day operations of IFI.

### *Gender*

In the Articles and in all other by-laws of IFI hereafter passed unless the context otherwise requires, words importing the singular number or the masculine gender shall include the plural number or the feminine gender, as the case may be, and vice versa, and references to persons shall include firms and corporations.

### *General Assembly*

Refers to the principal deliberative assembly of the organisation of IFI, in which each member has the right to participate.

### *IFI*

The International Federation of Interior Designers and Interior Architects.

### *Interior Design*

Within the articles, the terms "Interior Design" and "Interior Designer" refer to Interior Design and Interior Architect, Interior Designers and Interior Architects.

### *Parliamentary Council*

An advisory body composed of all former Past-Presidents, with the exclusion of the immediate Past-President.

*Professional*

Refers to Interior Designers and/or Interior Architects.

*Legal Advisor*

An individual who has a legal background in international law and/or is a registered lawyer retained to provide legal and strategic advice to the Executive Board and to the General Assembly.

*Member*

An organisation that has been accepted under the admittance criteria and has paid their dues

*Notice*

Notice can be made by letter, fax or electronic mail

*Secret Ballot*

A type of voting in which each person's vote is kept secret but the amassed votes of various groups are revealed publically.

*Sponsor*

Refers to an organisation, corporation or individual that is providing IFI with financial or material support towards the activities of IFI.

*Territory*

A territory shall be a dependency, region, jurisdiction, or part of a confederation with an organised government, not necessarily admitted to membership of the United Nations.

*Voting*

A formal expression of preference for a candidate for office or for a proposed resolution of an issue.

## **APPENDIX A - INCORPORATION**

**(Incorporation documents to be included in this section)**

## **APPENDIX B - ADMISSION OF MEMBERS**

### *Application for Membership*

Any association applying for Membership or Associateship must submit its Articles / Constitution and all other documents relevant for the assessment of the suitability of the applicant: code of professional conduct, scale of fees, entrance requirements for individual members, etc. The applicant shall also complete a questionnaire, the answers to which shall be communicated to Members for information.

In the case of an applying association from a territory already represented in IFI by another association, the latter shall be informed and consulted before the Executive Board decides upon the presentation of a proposal for admission. The advice of the member in question shall be communicated to the General Assembly if and when a proposal for the admission of the second association is presented.

## **PROFESSIONAL MEMBER**

### *Definition*

Professionals associations of Interior Designers and Interior Architects representing their territory. Professional Members determine the actions undertaken by IFI through their voting status, as the only IFI Members with voting rights.

### *Criteria*

To apply for Professional Membership, applicants must be:

- a) professional associations of Interior Designers and Interior Architects in the territory; or
- b) professional associations of Designers and/or Architects, comprising a section of Interior Designers and Interior Architects, and further provided that they have been in existence for at least three years, and meet the requirements of representativeness and professional standing established by IFI.

### *Process*

The application must be made in writing, on the appropriate form, accompanied by the Articles/Constitution of the applicant and sent to the Secretariat.

## **PROVISIONAL MEMBER**

### *Definition*

Professional associations and organisations of interior designers and interior architects who are not yet eligible to become Professional Members.

### *Criteria*

To apply for Provisional Membership of IFI, applicants must be Associations of Interior Designers and Interior Architects that do not yet fulfil the conditions for Professional Membership. This provisional category can be limited in time.

*Process*

The application must be made in writing, on the appropriate form, accompanied by the Articles/Constitution of the applicant and sent to the Secretariat.

**EDUCATIONAL MEMBER**

*Definition*

Educational institutions, academic departments/schools and/or research groups who are involved in teaching and researching Interior Design and Interior Architecture.

*Criteria*

To apply for Educational Membership of IFI, applicants must meet the following requirements

- a) only post-secondary schools whose curriculum meets the Minimum Standards for Interior Design Education (as mandated by IFI) are eligible;
- b) programmes must be four years minimum length (exceptions granted under certain circumstances after consultation with IFI Secretariat);
- c) the school must have a regularly published bulletin or catalogue listing admission requirements, courses, tuition, duration, facilities, and other pertinent information about the school and its Interior Architecture/Design curriculum. If not already covered in the published bulletin or catalogue, a list of faculty members and their qualifications must be submitted to IFI upon application.

*Process*

The application must be made in writing, on the appropriate form, accompanied by the Articles/Constitution of the applicant and sent to the Secretariat.

**CORPORATE MEMBER**

*Definition*

Multi-national companies committed to the values and advancement of interior design.

*Criteria*

To apply for Corporate Membership of IFI, applicants must be:

- a) Interior Architecture or Design firms of at least 5 employees or a larger firm with a dedicated Interior Architecture/Design division of at least 5 interiors professionals;
- b) able to supply a portfolio of recently completed work (websites are acceptable) and describe the quantity/type/scale of projects completed and in progress.

*Process*

The application must be made in writing, on the appropriate form, accompanied by the Articles/Constitution of the applicant and sent to the Secretariat.

**PROMOTIONAL MEMBER**

*Definition*

Associations or organisations whose primary objective is the promotion of design.

*Criteria*

To apply for Promotional Membership of IFI, applicants must:

- a) be organisations actively involved in the promotion of design, issues affecting or affected by design, and/or the work of designers and/or architects;
- b) be able to provide documentation on the quantity/type/scale of promotional work completed & in progress;
- c) be an entity active for at least two years.

*Process*

The application must be made in writing, on the appropriate form, accompanied by the Articles/Constitution of the applicant and sent to the Secretariat.

**GOVERNMENTAL MEMBER**

*Definition*

Multi-national, regional or local government bodies including educational, scientific, economic and cultural divisions involved in design-related or built environment issues; design advocacy councils and trade commissions.

*Criteria*

To apply for Governmental Membership of IFI, applicants must be:

- a) a national, regional or international government and/or one of their constituent departments/councils/commissions;
- b) responsible for design-related issues and/or other educational, scientific, economic or cultural concerns which are influenced by design and the work of Designers;
- c) able to supply a description of government mandate and core objectives/goals/activities/involvement/advocacy work.

*Process*

The application must be made in writing, on the appropriate form, accompanied by the Articles/Constitution of the applicant and sent to the Secretariat.

**INSTITUTIONAL MEMBER**

*Definition*

Institutions committed to design that do not fit into other categories of membership.

*Criteria*

To apply for Institutional Membership of IFI, applicants must be:

- a) institutions actively involved in the advancement of design, issues affecting or affected by design, and/or the work of Designers;
- b) able to provide documentation on the quantity/type/scale of work completed & in progress.

*Process*

The application must be made in writing, on the appropriate form, accompanied by the Articles/Constitution of the applicant and sent to the Secretariat.

## **APPENDIX 3 - GENERAL ASSEMBLY MANUAL**

**(It is proposed that a separate General Assembly Manual be produced by the Parliamentary Council. This document is complementary to the Articles.)**

### **GENERAL ASSEMBLY**

The two Scrutineers (24, a) shall be elected from two different delegations, and only from among delegations of at least two persons. The spokesman of a delegation cannot be at the same time a scrutineer.

In the case of voting by a show of hands, the scrutineers shall each count the votes in favour, those opposed and the abstentions.

In case of voting by secret ballot they shall each count the votes cast and shall provide the Chairperson of the Elections with the result of their scrutiny in writing.

The two members who will sign the Minutes together with the President (24 b) shall be elected from two different delegations.

They are expected to make their own notes of the major decisions and votes taken during the General Assembly. They will receive the draft-Minutes from the Secretary General for examination and will be asked for their comments and/or approval.

After the comments have been digested in the final text, they shall receive a copy for signing. In case the comments are contradictory, they shall again be consulted before the final version is established.

The Chairperson of the Elections (24 l) shall be chosen from a delegation of at least two persons, or from the Parliamentary Council.

The spokesman of a delegation cannot be at the same time Chairperson of the Elections.

The Chairperson of the Elections will take over the chair from the President of IFI. All candidates involved in the elections shall leave the meeting room. The Chairperson shall read out the names of the candidates for the Presidency and for the Executive Board, explaining which nominations were presented by the Executive Board itself and which by Members. He shall then invite the delegates to fill up their voting paper for the election of the President, if necessary, and for the election of the President-Elect.

The ordinary members of the Executive Board shall be elected in one ballot. The Chairperson shall repeat the names of all candidates for the Executive Board and invite the delegates to mention the different names on their voting paper.

When the written report of the Scrutineers has been read by the Chairperson of the Elections, the candidates shall return to the Assembly, whereafter the Chairperson of the Elections shall inform them of the result of the elections. The President of IFI shall then resume the chair. The immediate Past-President shall continue to chair the General Assembly until its end.

The Auditing Committee shall be elected on the proposal of the Executive Board for the ensuing two-year period. The Committee shall consist of two members. Their task will be the control of the books bearing upon the two annual accounts to be presented to the next General Assembly for approval.

They shall perform this control previous to the General Assembly, where their report shall be read.